

# **Roland Township**

## **Zoning Administrator**

The Zoning Administrator receives, files and assists in the preparation, presentation and issuance of Building/Location Permits, Variances, and Requests for Rezoning and/or amendments to the Zoning Ordinance and Zoning District Map, as well as maintaining records and making necessary inspections.

The Zoning Administrator shall report all complaints and possible violations of the Zoning Ordinance to the Roland Township Zoning Board for appropriate action.

### **Nature of Work**

Work involves specialized technical work in the administration, interpretation and enforcement of Roland Township Zoning Ordinance.

Work under the general supervision of the Roland Township Board of Supervisors.

### **Essential Duties and Responsibilities**

Checks plans and specifications for compliance to zoning codes prior to the issuance of permits for building or alterations.

Makes field inspections as necessary to confirm compliance with codes, clarify specific zoning complaints and confer with owners to alleviate violations.

Prepares matter, such as Variances, for presentation to the Appeals Board and attends all Zoning and Zoning Appeals Board meetings.

Maintains appropriate plans, indexes and files, and updates zoning map as needed.

Performs related work as required.

### **Requirements of Work**

Considerable knowledge of township zoning codes.

Ability to read blueprints, check plans, specifications and other materials, evaluating data in relation to code, and perform square footage calculations as needed to determine permit fees..

Ability to deal effectively with building owners, contractors, and the public.

Ability to communicate both verbally and in writing, and prepare standard format reports.

Availability for part-time, on-call response to property owners as needed.

### **Training and Experience Desired**

Any combination of education, experience and/or training that provides the ability to perform the duties as noted.